

77-4431
Executive Registry
77-8958

ES 77-14

1 September 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Biweekly Reports to the DCI

1. Admiral Turner found the briefing materials covering his 11-19 August absence helpful and questioned whether or not weekly reports of this kind would be feasible. We suggested a biweekly report might better serve his and your interests. He approved, with the understanding that this new report series would not cover items of immediate significance that are reported via other formats, e.g., memoranda, spot reports, or topics suitable for mention at the Morning Meeting. You may therefore want to concentrate on items you might have covered with the DCI if his schedule had enabled him to implement earlier plans for periodic visits with office heads.

2. In order to "kill two birds with one stone," the first biweekly submissions will cover the period 3-17 September. (Note: The DCI will be in Europe during 10-17 September.) Please let us have your inputs by 1500, 16 September, and we will assemble them for the DCI's review. Future submissions should arrive here by 1500 hours every other Friday.



B. C. EVANS
Executive Secretary

STATINTEL

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

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NO.

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2-B-07

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/co

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2.

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DD/co

J

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OC-EXA

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res

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